

**PARENT/GUARDIAN NOTIFICATION LETTER
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK***

Dear _____:

Your application for free and reduced price meals or free milk for your child(ren) has been:

- ☐ Approved for free meals (lunch, breakfast*)
- ☐ Approved for reduced price meals at _____¢ for lunch, _____¢ for breakfast*
- ☐ Approved for free milk for split-session kindergarten or pre-kindergarten students (Special Milk Program)*
- ☐ Approved for free milk at milk break for pre-kindergarten through grades 5 (Wisconsin School Day Milk Program)*
- ☐ Denied for the following reason(s):
- ☐ Income over the allowable amount
- ☐ Incomplete application. The following information is missing:

☐ Other *Specify* : _____

If you disagree with the decision, you may discuss it with the school official. The contact is: _____

Telephone number is _____

You are entitled to a fair hearing. This can be done by calling or writing the hearing official:

Name	Telephone
Address	

Please note: Due to a change in regulations, households are no longer required to notify the school when their income increases or the household size decreases during the school year. If your household was approved for free meals or milk based on FoodShare or W-2 cash, you are not required to inform the school when you no longer receive these benefits.

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, or have an increase in family size, complete an application at that time.

Sincerely,

Name of Authorized Representative

Title

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

- Delete the references to the Breakfast Program, the Special Milk Program for split-session students and Wisconsin School Day Milk Program if you do **not** offer these programs.